

JOB TITLE: Accountant
EMPLOYEE:

DOT #: 160.162-018
CLAIM #



King County

KING COUNTY ON SITE JOB ANALYSIS

JOB TITLE Accountant

JOB CLASSIFICATION Accountant

DOT TITLE Accountant (prof. & kin.)

DOT NUMBER 160.162-018

DEPARTMENT Executive Services

DIVISION Finance and Business Operations

OF POSITIONS IN THE DEPARTMENT WITH THIS JOB TITLE 10

JOB STATUS

Full Time, Career Service.

ADDRESS OF WORKSITE

500 4th Avenue, 6th Floor
Seattle, WA 98104

CONTACT'S NAME Dave Turley

CONTACT'S PHONE 206-296-7318

EMPLOYER JOB TITLE Financial Accounting Supervisor

DATE COMPLETED 2/14/02

VRC NAME Jeff Casem

DATE REVISED 05/07/08

WORK HOURS

8 hours a day, 5 days a week with 2 fifteen minute breaks and one 60-minute lunch per shift.

OVERTIME

Required on an occasional basis.
Fair Labor Standards Act, Non-Exempt (hourly)

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JOB DESCRIPTION

Review and analyze accounting procedures and systems to ensure efficiency and accuracy. Incumbents reconcile financial systems and prepare financial statements and reports. This is the second within a three-level accounting classification series. This classification is distinguished from the Senior Accountant, in that incumbents review financial data, identify and correct discrepancies and prepare financial reports on an independent basis while the Senior Accountant is responsible for finalizing reports, preparing special management reports and is considered the technical consultant to management, staff and customers on administrative and financial matters. Incumbents may operate a King County manual transmission vehicle.

ESSENTIAL ABILITIES FOR ALL KING COUNTY JOB CLASSIFICATIONS

1. Ability to demonstrate predictable, reliable, and timely attendance.
2. Ability to follow written and verbal directions and to complete assigned tasks on schedule.
3. Ability to read, write & communicate in English and understand basic math.
4. Ability to learn from directions, observations, and mistakes, and apply procedures using good judgement.
5. Ability to work independently or part of a team; ability to interact appropriately with others.
6. Ability to work with supervision, receiving instructions/feedback, coaching/counseling and/or action/discipline.

JOB SPECIFIC REQUIREMENTS

Requires a Bachelors Degree in Accounting or related field and two years of professional accounting experience or the equivalent combination of education and experience; knowledge of financial accounting concepts and principles including Generally Accepted Accounting Principles (GAAP) and Generally Accepted Auditing Standards (GAAS); the ability to exercise professional judgement in the analysis and reporting of complex accounting information; effective interpersonal skills and the ability to work with minimal supervision and meet deadlines; proficiency in the use of personal computers, Excel, MS Word for Windows, E-mail and the Internet; and excellent reading comprehension, reasoning, writing and oral communication skills.

ESSENTIAL FUNCTIONS Listed in order of importance

1. Incumbents in this classification may be required to do all or some of the work of Assistant Accountant or have the knowledge to perform it in addition to the duties below.
2. Perform a wide variety of related accounting tasks such as maintaining ledgers, reviewing initial entries, providing information for the budgeting process, preparing year-end accrual, and interacting with customers and vendors to resolve complaints and concerns.

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3. Gather, compile, and prepare financial data, statements, reports, and accompanying explanatory notes in accordance with GAAP and GAAS.
4. Review and analyze specific accounting procedures and systems to ensure efficiency and accuracy of process using Generally Accepted Accounting Procedures (GAAP).
5. Review reports and documents for compliance with state and federal regulations, contractual agreements, and policies and procedures.
6. Develop or assist in the development and installation of new accounting systems or modification to existing systems.
7. Reconciles results of various financial systems.
8. Analyze, review, and prepare federal, state, and local tax reports.
9. Research and compile data related to coordinating department/division budgets, expenditures, revenues, billing, and collections from various grant/fund sources; and/or prepares estimates and projections for management.
10. Manage investment and cash flow; analyze cash balances in funds; determine amounts needed for accounts payable and other transactions; determine daily and long term investment; determine amount of interest to be received.

NON-ESSENTIAL FUNCTIONS

Transporting reports.

TOOLS, MACHINES, EQUIPMENT, PRODUCTS, AND SERVICES USED

Computer, telephone, microfiche machine, files and records, folders, copy machine, calculator, fax machine, and printer. Incumbents may operate a King County manual transmission vehicle.

PHYSICAL DEMANDS AS JOB IS TYPICALLY PERFORMED

Continuously = occurs 66-100% of the time

Frequently = occurs 33-66% of the time

Occasionally = occurs 1-33% of the time

Rare = may occur less than 1% of the time

Never = does not ever occur (such demands are not listed)

This job is classified as

Sedentary

Standing

Occasionally on flat carpeted surfaces for 2 minutes at a time for up to 10 minutes total in a work shift. Most commonly occurs while using the copy and fax machines, placing and removing files from drawers. The employee may also need to stand up to 5 minutes while waiting for the elevator. There are seats next to the elevator.

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Walking

Occasionally on flat carpeted surfaces for distances of up to 250 feet for 10 minutes at a time for up to 40 minutes total in a work shift. Most commonly occurs while walking for distances of 40 feet to the fax or copy machine. On a rare occasion the employee may have to walk for distances of up to 250 feet for 10 minutes at a time while carrying a file or document from the King County Administration Building to the King County Courthouse.

Sitting

Continuously on an office chair for up to 3 hours at a time for up to 6.5 hours total in a work shift. Most commonly occurs while reviewing files and documents as well as performing computer tasks.

Bending/Stooping

Occasionally on flat carpeted surfaces for up to 3 minutes at a time for up to 30 minutes total in a work shift. Most commonly occurs while removing, placing, or searching for a file in a low file drawer. The employee may also bend when reviewing microfiche and reaching for paper and supplies.

Operating Controls with Feet

Rare for 45 minutes at a time for up to 1.5 hours total in a work shift while driving a county vehicle. The employee may utilize public transportation as an alternative.

Reaching above shoulder height

Occasionally for up to 3 minutes at a time for up to 30 minutes total in a work shift while removing, placing, or searching for a file in a high file drawer.

Reaching at waist to shoulder height

Continuously for up to 3 hours at a time for up to 6.5 hours total in a work shift while removing, placing, or searching for files, reviewing documents, and performing computer tasks.

Reaching at knee to waist height

Occasionally for up to 3 minutes at a time for up to 30 minutes total in a work shift while removing, placing, or searching for a file in a low file drawer.

Reaching at floor to knee height

Occasionally for up to 3 minutes at a time for up to 30 minutes total in a work shift while removing, placing, or searching for a file in a low file drawer.

Lifting 1-10 pounds

Occasionally for up to 10 minutes at a time for up to 1 hour total in a work shift. Most commonly occurs with weights of 3-5 pounds while holding files and documents.

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Carrying 1-10- pounds

Occasionally for up to ten minutes at a time for distances up to 250 feet for up to 40 minutes total in a work shift. Most commonly occurs with weights of 3-5 pounds while walking for distances of 40 feet to the fax or copy machine, as well as file cabinets. On a rare occasion the employee may have to walk for distances of up to 250 feet for 10 minutes at a time while carrying a file from the King County Administration Building to the King County Courthouse.

Pushing and Pulling

Rare for 5 seconds at a time with a force of 3-7 pounds for up to 5 minutes total in a work shift while opening and closing file drawers, desk drawers, and office doors.

Handling

Continuously for up to 30 minutes at a time for up to 5 hours total in a work shift while using the computer mouse as well as manipulating and holding files and documents.

Operating Controls with Hands

Continuously for up to 1 hours at a time for up to 5 hours total in a work shift while using the computer mouse and microfiche machine. On a rare occasion the employee may operate controls with their hands for 45 minutes at a time for up to 1.5 hours total in a work shift while driving a county vehicle. The employee may utilize public transportation as an alternative.

Fingering

Continuously for up to 2 hours at a time for up to 6.5 hours total in a work shift while manipulating sheets of paper, documents, and files as well as typing using a computer keyboard.

Talking

Continuously for up to 2 hours at a time for up to 6.5 hours total in a work shift while conversing with coworkers, clients, and vendors.

Hearing

Continuously for up to 2 hours at a time for up to 6.5 hours total in a work shift while conversing with co-workers, clients, and vendors.

Near acuity—clarity of vision at 20 inches or less

Continuously for up to 2 hours at a time for up to 6.5 hours total in a work shift while reading and reviewing documents files and computer data.

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Far acuity—clarity of vision at 20 feet or more

Rare for 45 minutes at a time for up to 1.5 hours total in a work shift while driving a county vehicle. The employee may utilize public transportation as an alternative.

Depth perception—three dimensional vision

Rare for 45 minutes at a time for up to 1.5 hours total in a work shift while driving a county vehicle. The employee may utilize public transportation as an alternative.

TEMPERAMENTS

Directing, controlling, or planning activities of others: Rare
Performing repetitive or short-cycle work: Occasionally
Influencing people in their opinions, attitudes, and judgements: Occasionally
Performing a variety of duties: Frequently
Working effectively under stress: Frequently
Attaining precise set limits, tolerances, and standards: Frequently
Working under specific instructions: Occasionally
Working with others: Frequently
Making judgements and decisions: Frequently

ENVIRONMENTAL FACTORS

Work is performed in an office setting with close proximity to other workers and cubicles. Ventilation and heating are adequate, although some offices with windows can become cold during winter months. The noise level is quiet.

Workers are exposed to

Outside weather: Rare

POTENTIAL MODIFICATIONS TO JOB

Alternate tasks to avoid prolonged static positions.
Ergonomic chair to provide comfort during prolonged sitting.

Signature & title of evaluator

Date

Signature & title of contact

Date

Signature & title of employee

Date

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HEALTH CARE PROVIDER SECTION

Check all that apply

☐ The employee is released to perform the described duties without restrictions on performance or work hours.

☐ The employee is released to perform the described duties on a reduced schedule. The recommended schedule is:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is released to perform the described job with the following modifications:

☐ Temporary until _____ ☐ Permanent as of _____

☐ The employee is not released to perform the described duties due to the following job functions:

☐ Temporary until _____ ☐ Permanent effective _____

☐ The employee is unable to work in any capacity.
A release to work is: ☐ anticipated by _____ ☐ Not expected

The limitations are due to the following objective medical findings:

Printed or typed name and phone number of Health Care Provider

Signature of Health Care Provider

Date